

Date: \_\_\_\_\_

Permit # EP \_\_\_\_\_

Permit Fee: \_\_\_\_\_

## ELECTRICAL PERMIT APPLICATION

City of Newport News  
Department of Codes Compliance  
2400 Washington Avenue 3<sup>rd</sup> floor, Newport News, Virginia 23607  
757-933-2311/757-926-8311 (fax)  
www.nngov.com/codes-compliance

Application #: \_\_\_\_\_

Associated

Building Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Applicant (Check One) ☐ Owner ☐ Contractor ☐ Agent ☐ Design Professional

<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant	Applicant Name _____ Phone # _____
Name _____	Applicant Address _____
Address _____	Contractor Business Name _____ Phone # _____
City/State/Zip _____	Contractor Address _____
Phone # _____ Fax # _____	Contractor State License # _____ Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CID # _____
Email Address _____	Email/Other Contact Information _____

Work to be performed on:

Type of work:

☐ Residential

☐ New Structure

☐ Repair/Alt

☐ Commercial

☐ Addition

☐ Other

☐ Multi-Family

Project Cost \$ \_\_\_\_\_

I agree to perform above work in compliance with the ordinances & regulations of the City of Newport News and the Virginia Uniform Statewide Building Code.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

### QUANTITY & TYPE OF DEVICES/EQUIPMENT

_____ New Outlets	_____ Clothes Dryer	_____ Range/Cooktop	_____ Site Lights
_____ Central Heat	_____ Dishwasher (Domestic)	_____ Oven	_____ Reconnect Manufactured Home
_____ Central A/C or Heat Pump	_____ Dishwasher (Commercial)	_____ Exhaust Fan	_____ New Single Phase Service _____ Amps
_____ Rooftop Unit	_____ Water Heater	_____ Baseboard Heat	_____ New Three Phase Service _____ Amps
_____ Clothes Washer	_____ Garbage Disposal	_____ Range Hood	_____ Increase Service From _____ Amps to _____ Amps
	_____ Generator	_____ Other (Details) _____	

### Office Use Only

Remarks: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Escrow: \_\_\_\_\_

Customer ID #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Cashier: \_\_\_\_\_

### Contractor Licensing Exemption Worksheet

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- ☐ The work does not involve a regulated trade AND the value of work (materials and labor combined) does not exceed \$1,000.00.
- ☐ The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.
- ☐ I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.
- ☐ I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- ☐ The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility owned by me and is for my own use.
- ☐ The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2 et seq).
- ☐ I am an owner-developer and have contracted with a properly licensed entity. The third party purchaser has been made a third party beneficiary to the contract.

Name of Contractor: \_\_\_\_\_

License Number: \_\_\_\_\_

- ☐ I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

**If one of the listed exemptions is claimed, please complete the affidavit.**

### Affidavit

I (name) \_\_\_\_\_

(Address) \_\_\_\_\_

affirm that I am performing, managing or superintending work consisting of improvements to real property located at:

\_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1.1111 of the Code of Virginia, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: \_\_\_\_\_

County/City/Town of \_\_\_\_\_  
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_  
(Name of person seeking acknowledgment)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement, shall furnish prior to the issuance of the permit, either satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

**NOTE:** It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00 (any value if work involves trades work), a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.